

ELECTIONS DIRECTOR

General Definition of Work:

Performs complex administrative and difficult advanced technical work directing the operations and administrative duties of the Board of Elections office and the registration, voting, and election activities for the County. Work is performed under the general supervision of the Cabarrus County Board of Elections and approved by the State Board of Elections. Supervision is exercised over office staff and precinct election officials.

Essential Functions/Typical Tasks:

Planning, directing, coordinating, and supervising the elections process and staff; ensuring the accurate and legal preparation and maintenance of voter and election records and files.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Supervises, reviews, and participates in the registration of voters, the determination of voter eligibility, and the maintenance of current registration voter records.
- Participates in arranging for voting stations set up; publishes and posts notices in accordance with regulations; supervises the preparation of voting lists and printing of election; and arranges for adequate facilities and equipment at polling locations.
- Responsible for employment, directing, training, evaluating staff and making employment decisions.
- Responsible for developing, managing, and overseeing annual department budget.
- Supervises the processing of absentee ballots.
- Answers correspondence relating to registration and elections.
- Confers with and reports to the Board of Elections on registration and elections.
- Assists in assigning personnel at polls and in receiving registrations during election period.
- Disseminates information to the news media, political parties, candidates and the general public.
- Maintains voting machines, including troubleshooting and replacing broken parts.
- Attends Board of Commissioners, Board of Elections, staff, professional, and other meetings.
- Performs related tasks as required.

Knowledge, Skills and Abilities:

Comprehensive knowledge of federal, state, and local citizenship and voting registration laws and regulations; of registration and voting procedures; and of the maintenance and protection of voting registration lists and records. Thorough knowledge of standard office practices, procedures, and equipment. Ability to solve problems within scope of responsibility; to plan, train and supervise the work of others; to understand, interpret, and apply technical rules, directives, and regulations; and to establish and maintain effective working relationships with the Board of Elections, County officials, subordinates, associates and the general public.

Education and Experience:

Requires education and experience equivalent to graduation from an accredited college or university with major course work in political science, business administration or related field and extensive experience in administration or office management.

Physical Requirements:

This is normally light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; some medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires reaching, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

Special Requirements:

Certification as North Carolina Elections Administrator and as federal Certified Elections/Registration Administrator (CERA). Possession of an appropriate driver's license valid in the state of North Carolina.

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